

**CLARIFICATION REGARDING AMERICAN EXPRESS RETAIL SPENDING LIMITS
TRAVEL BULLETIN #1-2000**

Travel Merchants such as airlines, hotels/motels, vehicle rentals, and restaurants are not subject to the \$500 retail limit referenced in [Travel Bulletin #1-2000](#).

Retail spending is subject to purchases made at a retail merchant establishment; i.e. department stores, variety stores, sporting goods stores, etc.



M.J. "MIKE" FOSTER, JR.
GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE TRAVEL

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Travel Bulletin #1-2000

TO: All State Travelers

FROM: State Travel Office

Effective July 1, 2000, the **new contract travel agency** will be Navigant International of New Orleans. Navigant is a global agency and has advanced technical capabilities that are expected to result in excellent service for travelers.

Service will be provided at the following locations:

New Orleans	1340 Poydras Street, Suite 200	504-565-5145 Toll Free 888-239-1755 Fax 504-581-1378
Baton Rouge	7809 Jefferson Hwy, Suite C1	225-930-6700 Toll Free 888-930-6700 Fax 225-930-6666
Hammond	902 W. Thomas Street	504-345-4048 Toll Free 800-999-6392 Fax 504-345-1163
Shreveport	@LSU Medical Center	318-675-4389 Toll Free 800-220-8847 Fax 318-865-4416

All state travelers **must** use one of the above locations for airfare arrangements. Any exceptions require **prior** approval from the State Travel Office. (Note: LSU travelers should seek exceptions from the Executive Director of Accounting Services.)

Also, the State Travel Office has entered into a **new contract with American Express**. State Travelers must be alerted to the following conditions with regard to the State Corporate Card Program:

- Retail spending limits will be capped at \$500
- All payments are due in full upon receipt of billing statement. Corporate card spending privileges will be suspended from any use when payment is 45 days or more past due. When payment for past due balance is received, spending privileges will be reinstated.
- Corporate cards with no activity over a 12 month period are subject to cancellation. If it is determined that a card has not been used in a twelve-month period a letter will be sent to the cardholder notifying them of the intent to cancel the card. If the card is still required for business travel, the letter must be returned within the stated time frame, indicating that the card is not to be cancelled.
- All cards must be cancelled prior to termination from state service. Notify your agency's travel coordinator to have your card cancelled.

The use of the Corporate American Express Card or the agency's Business Travel Account (BTA) is **mandatory when purchasing state contracted airfares**. The airlines impose this mandatory requirement as a part of control that state contract rates are used by state employees only for business travel. This requirement has always been part of state policy even though some exceptions were allowed. However, airlines are "cracking down," prompting the State to direct that no exceptions be permitted. Airlines are even conducting after-the-fact audits and seeking to collect additional charges for questionable use. Policy must be followed to continue receiving non-penalty contract fares from the airlines.

Non-contract airfares may be paid by any form of payment accepted by the travel agency.

The State Travel Office will be reviewing new ways to book travel through booking systems that will also include Internet fares. Until such time, we are asking all employees be aware and comply with state policy to support our travel program.

Please visit our website routinely for other travel information and bulletin updates on the Internet at:
www.state.la.us/osp/travel/traveloffice.htm